

# Bureau of Kidney Health Care

## Application Residency Documents

Below is an explanation of the residency documents required for the Kidney Health Care application for benefits. Residency documents (copies, not originals) must be in the applicant's name; if the documents are in the name of the applicant's spouse, parent, adult son/daughter, managing conservator or legal guardian, then supporting documentation must be included that substantiates the relationship between the person named in the documents and the applicant (e.g. birth certificate, marriage license, court records, or an IRS 1040, 1040a or 1040EZ). If you have any questions, please call our office and speak to a Customer Service Eligibility Specialist.

An applicant who is currently a Texas resident and has been currently approved to receive Texas Medicaid benefits is not required to provide additional residency verification. If the applicant does not have Medicaid, then you may choose any two documents from the following list. (All documents submitted to establish the residency of an applicant must be in English, or, if required by KHC, accompanied by an accurate English translation).

### Acceptable Residency Documents

Each of the following documents listed may only be counted once!

- ❑ A valid **Texas driver's license or a current Texas ID card** issued by the Texas Department of Public Safety. This must not be expired and can have the renewal on the back. If the applicant has moved, please explain the address difference;
- ❑ A valid **Texas voter's registration card** or a copy of a validated (at the county clerk's office) application for a voter's registration card. This must not be expired. If the applicant has moved, please explain the address difference;
- ❑ A current **Texas motor vehicle registration or automobile license plate registration** renewal form (the title document is not acceptable);
- ❑ A **Texas property tax receipt** for the most recently completed tax year;
- ❑ A **mortgage payment receipt** issued/received from one of the three months preceding the date of KHC application. This document does not include the payment booklet stub that is sent in with a payment, unless additional documentation is submitted to show that it has been paid;
- ❑ A **rent payment receipt** issued/received from one of the three months preceding the date of KHC application;
- ❑ A **notarized statement reflecting** that the applicant is currently receiving **rent-free housing** signed by the individual providing the rent-free housing. This document must include the name, address, and phone number of the individual providing the rent-free housing;
- ❑ A **utility receipt** from one of the three months immediately preceding the date of KHC application with the date, applicant's name, and address imprinted (not hand written) on the document. For example, you may use a receipt from an electric, telephone, cable, gas, water, or sanitation company;
- ❑ A **payroll or retirement check** with the name, date, and current address imprinted (not hand written) on the document and dated within three months immediately preceding the date of KHC application;
- ❑ **Employment/unemployment records** with the name, date, and current address imprinted (not hand written) on the document and prepared within three months immediately preceding the date of KHC application;
- ❑ A **statement from a financial institution** with the name, date, and current address imprinted (not hand written) on the document and issued within three months immediately preceding the date of KHC application;
- ❑ **Social Security supplemental income or disability records or Social Security retirement benefit records** with the name, date, and current address imprinted (not hand written) on the document and issued within three months immediately preceding the date of KHC application. This can include the SSA Award letter or the 1099 form.

Any difference between the name of the applicant and the name on any document must be explained by additional documentation (Example: marriage license, divorce decree, or adoption decree).